



# CERTIFICATE OF CORRECTION SUBMITTAL CHECKLIST E-3

Development Services  
Land Development Engineering  
1635 Faraday Avenue  
760-602-2750  
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____	Project Name _____
MAP No. _____	Project Engineer _____

- This form is also to be used for the plancheck processing of a certificate of compliance in lieu of a parcel map.
- Submittals may be rejected if the submittal package is incomplete or current forms are not used.
- Items marked with an asterisk (\*) must be completed by a licensed land surveyor or appropriately licensed engineer.
- **In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 4.**

**THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:**

*All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel.*

- \_\_\_\_\_ 1. This submittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Completed and signed city Engineering Plancheck Application
- \_\_\_\_\_ 4. \*Original letter from the engineer or surveyor of work listing all requested corrections and providing justification for each correction in compliance with Carlsbad Municipal Code Section 20.04.100 and Subdivision Map Act Sections 66469 through 66472
- \_\_\_\_\_ 5. \*Original signed and stamped City's Certificate of Correction form, with plat when necessary, to illustrate the corrections made
- \_\_\_\_\_ 6. One copy of annotated recorded map showing locations of all requested corrections cross-referenced to the certificate
- \_\_\_\_\_ 7. \*One copy of traverse calculations or mathematical calculations, when required
- \_\_\_\_\_ 8. Processing fee
- \_\_\_\_\_ 9. **OTHER:** \_\_\_\_\_

**COMMENTS** \_\_\_\_\_

<b>SUBMITTAL COMPLETE. CHECKED BY</b> _____	<b>DATE</b> _____
---	-------------------



# CERTIFICATE OF CORRECTION RESUBMITTAL CHECKLIST E-3

*Development Services*  
**Land Development Engineering**  
1635 Faraday Avenue  
760-602-2750  
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID \_\_\_\_\_ MAP No. \_\_\_\_\_

Project Name \_\_\_\_\_

Plancherker \_\_\_\_\_ Project Engineer \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY THE PLANCHECKER

Plancheck No. \_\_\_\_\_ PCE Initials \_\_\_\_\_ Date \_\_\_\_\_

- This form is also to be used for the plancheck processing of a certificate of compliance in lieu of a parcel map.
- Items marked with an asterisk (\*) must be completed by a licensed land surveyor or appropriately licensed engineer.
- **In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 4.**

**THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:**

- \_\_\_\_\_ 1. This resubmittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Copy of previous city transmittal letter
- \_\_\_\_\_ 4. All previous checkprints of maps, review checklist and calculations
- \_\_\_\_\_ 5. Original certificate of correction
- \_\_\_\_\_ 6. \*One copy corrected annotated recorded map
- \_\_\_\_\_ 7. \*One copy corrected traverse or mathematical calculations
- \_\_\_\_\_ 8. **OTHER:** \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



# CERTIFICATE OF CORRECTION FINAL SUBMITTAL CHECKLIST

*Development Services*  
**Land Development Engineering**  
1635 Faraday Avenue  
760-602-2750  
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID \_\_\_\_\_ MAP No. \_\_\_\_\_

Project Name \_\_\_\_\_

Planchecker \_\_\_\_\_ Project Engineer \_\_\_\_\_

- This form is also to be used for the plancheck processing of a certificate of compliance in lieu of a parcel map.
- Items marked with an asterisk (\*) must be completed by a licensed land surveyor or appropriately licensed engineer.
- **In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 4.**

### THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- \_\_\_\_\_ 1. This submittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Copy of previous city transmittal letter
- \_\_\_\_\_ 4. All previous checkprints of maps, review checklist, reports, and calculations
- \_\_\_\_\_ 5. \*Original certificate of correction
- \_\_\_\_\_ 6. One copy corrected annotated recorded map
- \_\_\_\_\_ 7. \*One copy corrected traverse or mathematical calculations
- \_\_\_\_\_ 8. **OTHER:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



## Digital Submittal Standards for Certificate of Corrections E-3

*Development Services*  
**Land Development Engineering**  
1635 Faraday Avenue  
760-602-2750  
[www.carlsbadca.gov](http://www.carlsbadca.gov)

### **Initial Submittal Standards for Exhibits and Documents**

- All digital submittals shall be made via OneDrive or email. Email [landdev@carlsbadca.gov](mailto:landdev@carlsbadca.gov) to coordinate digital submittal.
- Exhibits and documents submitted via thumb drive or CD will not be accepted.
- All exhibits shall be in a PDF format, with a graphic scale, and rotated so that the pages read upright.
- Map Sheet Size – Standard size 18 inches x 24 inches – Landscape View
- Exhibits shall be combined into one complete set, no individual sheet submittals
- Save files in black and white
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Exhibits and other documents must be submitted as a separate PDF for each document type (e.g. calculations, exhibits, studies, etc.)

### **Resubmittal & Final Submittal Standards for Exhibits and Documents**

- All digital submittals shall be made via OneDrive or email. Email the project engineer to coordinate digital submittal.
- Maps and documents submitted via thumb drive or CD will not be accepted.
- Specific file requirements are the same as initial submittal standards, see above.